



*Embassy of the United States of America*

*Bangui, Central African Republic*

## **NOTICE OF FUNDING OPPORTUNITY**

**Funding Opportunity Title:** U.S. Embassy Bangui Public Diplomacy Small Grants Program – FY 2022 Annual Program Statement  
**Funding Opportunity Number:** DOS-CAF-PD-FY22  
**Deadline for Applications:** May 2, 2022  
**CFDA Number:** 19.040 – Public Diplomacy Programs  
**Total Amount Available:** \$0 to \$75,000  
**Maximum for Each Award:** \$50,000

U.S. Embassy Bangui is pleased to announce the availability of funding through the **Public Diplomacy Small Grants Program**. This annual program statement outlines the program's funding priorities and the procedures for submitting requests for funding.

### **A. PROGRAM DESCRIPTION**

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**A.1. Purpose of the Public Diplomacy Small Grants Program.** Small grants strengthen ties between the United States and the Central African Republic (CAR) through programming that highlights shared values and promotes bilateral cooperation. Programs must include U.S. cultural elements or promote understanding of U.S. perspectives.

**A.2. Program priorities.** Competitive projects will (1) promote peace in CAR, (2) strengthen democratic institutions in CAR, or (3) increase prosperity for Central Africans.

**A.3. Participants and audiences.** Applicants must be registered, non-profit organizations or associations that have operated in CAR for a minimum of one year prior to application. Applicants may partner with U.S.-based entities.

### **B. FEDERAL AWARD INFORMATION**

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#### **B.1. Award information**

Length of performance period: 0 to 10 months  
Number of awards anticipated: 0 to 10 each year  
Award amounts: Generally \$5,000 to \$10,000; maximum of \$50,000  
Total available funding: \$0 to \$75,000  
Type of Funding: Fiscal Year 2022 Public Diplomacy funds  
Anticipated program start date: October 1, 2021  
**This notice is subject to availability of funding.**

**B.2. Funding instrument type:** Grant.

**B.3. Program performance period:** Programs should be completed in fewer than 10 months during the period beginning October 1, 2021 and ending July 31, 2023.

**B.4. Authorizing legislation, type and year of funding.** The Smith-Mundt Act authorizes the Public Diplomacy Small Grants Program. FY 2022 Public Diplomacy funds finance the Small Grants Program.

## **C. ELIGIBILITY**

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**C.1. Eligible applicants.** Applicants must be registered, non-profit organizations or associations that have operated in CAR for a minimum of one year prior to application. Competitive applicants will be Central African organizations.

**C.2. Programs and activities not eligible for funding.** The following types of programs, activities, or items are not eligible for funding:

- Supplementation of other U.S. government funding a project is receiving;
- For-profit activity;
- Fund-raising campaigns;
- Programs intended to grow/develop an institution;
- Support/advocacy for political activity, legislation, or government activities;
- Religious activities that promote only one faith or religion;
- Charitable, development, or social welfare activities;
- Construction projects or real estate;
- Vehicles;
- Alcohol;
- Academic or scientific research, scholarships, or tuition assistance.

**C.3. Cost sharing or matching.** Not required. To be competitive, however, budgets will demonstrate that the organization will share or match the U.S. government's contribution to the project. Sharing or matching may be achieved with capital, labor, or materials.

**C.4. Other eligibility requirements**

- For-profit organizations may not apply.
- Organizations may submit one proposal per year. Multiple persons may not submit several different applications on behalf of one organization. Submission of multiple applications is disqualifying.
- Individuals may submit one proposal per year. One person may not submit multiple applications on behalf of several different organizations. Submission of multiple applications is disqualifying.
- Organizations must have an account at a bank registered in CAR.

## **D. APPLICATION AND SUBMISSION**

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### **D.1. Address to request application package**

- In English: <https://cf.usembassy.gov/education-culture/small-grants/>
- In French: <https://cf.usembassy.gov/fr/education-culture-fr/small-grants-fr/>

### **D.2. Content of the application.** Complete applications must include:

- Application form. A typed and signed Small Grants program application, not to exceed three pages. Applications are available at the websites listed in paragraph D.1.;
- Non-profit registration. A copy of the organization's registration with the government as a not-for-profit organization or association;
- Work authorization. A copy of a passport, national identity card, residency permit, or work visa demonstrating that the applicant may lawfully work in the country;
- Bank statement. A copy of the organization's bank statement. Statements must show the account's activity for the six months previous to the application.

### **D.3. Submission dates and times.** Applications will be accepted during the following period only. Due to the large amount of interest in this program, applications received outside of this period cannot be considered and will be deleted.

- Applications open: April 18, 2022 at 00:00 West Africa Standard Time
- Applications close: May 2, 2022 at 07:00 West Africa Standard Time

### **D.4. Submission instructions.** Email completed applications to [BanguiGrants@state.gov](mailto:BanguiGrants@state.gov). The program coordinator will reply to confirm (1) that the application is accepted or (2) that the application is refused due to an ineligibility or for incompleteness or untimely submission.

### **D.5. Requirement to submit applications electronically.** To ensure full transparency of the process, we can only consider applications that are emailed to [BanguiGrants@state.gov](mailto:BanguiGrants@state.gov). The address is a shared mailbox monitored by multiple employees. To be considered complete, applications must contain all of the documents listed in paragraph D.2.

## **E. APPLICATION REVIEW**

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### **E.1. Review process.** The program coordinator will review applicants' eligibility per section C and completeness per paragraph D.2. The coordinator will forward complete applications to a grants review committee of U.S. Embassy employees.

### **E.2. Evaluation process.** After the application deadline has expired, a grants review committee of U.S. Embassy employees will evaluate all complete applications. The committee will score and rank-order all applications for the Public Affairs Officer's review. The Public Affairs Officer will approve applications based on their suitability and the amount of funding available.

### **E.3. Evaluation criteria.** The grants review committee will evaluate applications based on the criteria outlined below:

- Compatibility with priority program areas per paragraph A.2., with preference given to proposals that best align with the Embassy's priorities;

- The completeness and persuasiveness of the application per paragraph D.2., with preference given to proposals that demonstrate:
  - A compelling need in the community;
  - A realistic project to address the need;
  - Tangible objectives to measure the project's progress;
  - A detailed plan to implement the project;
- Whether the applicant is a competitive applicant per paragraph C.1., with preference given to proposals from Central African applicants;
- Whether the applicant will cost share or match per paragraph C.3, with preference given to proposals that demonstrate cost sharing or matching.

**E.4. Award notification.** The program coordinator will notify successful applicants of their selection once program funding becomes available. We will also endeavor to notify unsuccessful applicants. Following selection, the coordinator will guide successful applicants through the final steps needed to receive the grant, outlined below in paragraph F.1.

## **F. FEDERAL AWARD ADMINISTRATION**

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**F.1. Administrative requirements.** Following selection, successful applicants must complete additional steps to become eligible for U.S. federal assistance. The program coordinator will assist applicants with the completion of these requirements, including:

- Apply for a NATO Commercial and Government Entity (NCAGE) code;
- Create an account on the System for Awards Management (SAM), where you will obtain a Unique Entity Identifier (UIE);
- Create an account on grants.gov;
- Submit standard forms for projects not involving construction, including: SF-424, SF-424A, and SF-424B.

**F.2. Notification of award.** The Small Grants program grants officer officially notifies recipients of selection for a small grant through issuance of a form SF-1909, “Federal Assistance Award.” This is also known as a “Notice of Award,” and the grants officer and the recipient both sign the DS-1909. The recipient may begin to incur program expenses beginning from the start date written on the DS-1909.

**F.3. Recognition of U.S. government involvement.** Recipients must agree to recognize the United States Government’s funding for activities at their project sites. This recognition includes a U.S. flag graphic and the phrase “funding provided by the United States Government.” Recipients must also consent to participate in a public ceremony to sign their grant agreements.

**F.4. Reporting requirements.** Recipients must submit financial reports and program reports during the lifecycle of the award. The SF-1909 notice of award specifies the report frequency.

**F.5. Award payments.** Recipients will generally receive two payments via electronic funds transfer during the lifecycle of the award. The grants officer will generally make a first award at

the beginning of the award cycle. The grants officer will generally make a second award after a satisfactory assessment of project's objectives several months after the initial award.

**F.6. Award terminations.** The grants officer may terminate awards at any time and refuse to obligate U.S. government funding to projects that fail to adhere to program requirements. The award document will clarify all program requirements.

**F.7. Terms and conditions.** Before applying for foreign assistance from the U.S. Department of State, applicants may review the terms and conditions that apply to this award. Applicants may find the "U.S. Department of State Standard Terms and Conditions" at the website of the Office of the Procurement Executive:

<https://www.state.gov/about-us-office-of-the-procurement-executive/>

## **G. FEDERAL AWARD AGENCY CONTACTS**

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**G.1.** Questions about this annual program statement may be directed to the program coordinator at [BanguiGrants@state.gov](mailto:BanguiGrants@state.gov).

**G.2.** Due to the large amount of interest in this program, the coordinator may only (1) respond to questions about this annual program statement or (2) confirm whether an application is complete and accepted or incomplete and not accepted.